
 Government eProcurement System	eProcurement System Government of India	
	Tender Details	
	Date : 01-Feb-2025 10:28 AM	
	 Print	

Basic Details

Organisation Chain	Indian Institute of Management Sirmaur		
Tender Reference Number	IIMS/PUR/Internal Auditor/34/2024-25		
Tender ID	2025_IIMS_845502_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft
	2	R-T-G-S
	3	NEFT

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	EMD, Certificate of MSME/NSIC, Valid Incorporation Certificate, PAN registration, GST registration
		.pdf	Work experience certificates, Average Annual Turnover statements duly certified by CA
		.pdf	Duly signed and stamped each page of tender document and and other document if any
		.pdf	The firm must be empanelled with CAG, proof to be attached
		.pdf	The firm must be registered with the Institute of Chartered Accountant of India

			ICAI, attach proof
		.pdf	Duly filled annexure II, III and IV alongwith all documents as per AnnexureVI of the tender document
2	Finance	.xls	Financial Bid BoQ

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00	Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No				

EMD Fee Details

EMD Amount in ₹	11,250	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	The Director, IIM Sirmaur	EMD Payable At	Paonta Sahib, District Sirmaur, H.P.

[Click to view modification history](#)

Work / Item(s)

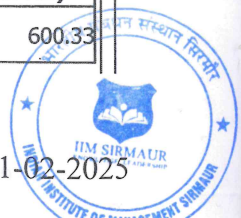
Title	NIT for Engagement of Internal Auditor for IIM Sirmaur				
Work Description	NIT for Engagement of Internal Auditor for IIM Sirmaur				
Pre Qualification Details	As per tender document				
Independent External Monitor/Remarks	Central Purchase Committee				
Show Tender Value in Public Domain	No				
Tender Value in ₹	2,25,000	Product Category	Miscellaneous Services	Sub category	Internal Auditor
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work (Days)	365
Location	IIM Sirmaur	Pincode	173031	Pre Bid Meeting Place	IIM Sirmaur, Dhaula Kuan
Pre Bid Meeting Address	Virtually at Conference Hall of IIM Sirmaur	Pre Bid Meeting Date	11-Feb-2025 11:00 AM	Bid Opening Place	IIM Sirmaur
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	01-Feb-2025 05:00 PM	Bid Opening Date	24-Feb-2025 10:00 AM
Document Download / Sale Start Date	01-Feb-2025 05:00 PM	Document Download / Sale End Date	21-Feb-2025 02:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	01-Feb-2025 05:00 PM	Bid Submission End Date	21-Feb-2025 02:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT for Engagement of Internal Auditor for IIM Sirmaur	600.33



Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	IANIT01FEB.pdf	NIT for Engagement of Internal Auditor for IIM Sirmaur	583.88
	2	BOQ	BOQ_888762.xls	Financial Bid BoQ	261.00

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	aao_purchase@iimsirmaur.ac.in	Sharad Prakash Bhosale	Sharad Prakash Bhosale
2.	ao_personnel@iimsirmaur.ac.in	HUKAM CHAND	Hukam Chand
3.	akdas@iimsirmaur.ac.in	Amiya Das	AMIYA KUMAR DAS

GeMARPTS Details

GeMARPTS ID	RE2MR7NC4P44
Description	Internal Auditor
Report Initiated On	22-Jan-2025
Valid Until	21-Feb-2025

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Comparative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	Senior Consultant (Administration)
Address	Senior Consultant (Administration), IIM Sirmaur, Dhaula Kuan 173031

Tender Creator Details

Created By	HUKAM CHAND
Designation	Administrative Officer
Created Date	21-Jan-2025 05:05 PM





IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

(An Autonomous body under the aegis of Ministry of Education, Govt. of India)

Open Tender No. IIMS/PUR/Internal Auditor/34/2024-25 Dated 01.02.2025.

**Open Tender
for**

Engagement of Internal Auditor for IIM Sirmaur

Purchase Office

**Indian Institute of Management Sirmaur
Dhaura Kuan, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173031**

Email: purchaseoffice@iimsirmaur.ac.in Website: www.iimsirmaur.ac.in



NOTICE INVITING TENDER

SECTION – I

Indian Institute of Management Sirmaur (IIMS) is an Institute of national importance under the Ministry of Education, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

Institute invites online bids under two-bid system (i.e. Technical and Financial) from the eligible Chartered Accountant Firms for “Engagement of Internal Auditor initially for a period of one year, which may be further extendable for another period up to three years on year-to-year basis on the same professional fee and terms and conditions, with the mutual consent, requirement of the institute and subject to satisfactory performance.

Duly filled-in documents must be submitted online as prescribed in this tender only. The schedule of this tender is detailed below:

Sr. No.	Description of Tender	Engagement of Internal Auditor for IIM Sirmaur (IIMS/PUR/Internal Auditor/34/2024-25 Dated 01.02.2025)	
1	Estimated value (Rs.)	Rupees 2,25,000/- Annually (Approx.)	
2	EMD Value @ 5% of the estimated value (Rs.)	Rupees 11,250/- (Rs. Eleven Thousand Two Hundred Fifty only) Name of the Account: Indian Institute of Management Sirmaur Account Number: 140701000266 IFSC Code: ICIC0001407 Bank Address: Near Y Point, Main Market, Paonta Sahib, Sirmaur, H.P. 173031	
3	Tender Publish Date & Time	01.02.2025	05:00 PM
4	Tender Download Date & Time	01.02.2025	05:00 PM
5	Bid Submission Start Date & Time	01.02.2025	05:00 PM
6	Bid Submission Close Date & Time	21.02.2025	02:00 PM
7	Opening of e-Technical bid	24.02.2025	
8	Opening of e-Financial bid	Will be intimated later.	
9	Performance Security	10% of the Contract Value	
10	Period of Service	365 days from the Award of Contract or the date informed in the AOC, which may be extendable on year to year basis based on satisfactory performance, mutual consent and requirement of the institute.	
11	Award of Contract	Will be intimated later	



12	Stipulated Completion	As per the Institute's requirement from time to time.
13	Contact Person	Senior Consultant (Administration), Indian Institute of Management Sirmaur, Dhaura Kuan, Paonta Sahib, Sirmaur, H.P. 173031. Email Id:- sc@iimsirmaur.ac.in , purchaseoffice@iimsirmaur.ac.in Contact No. 01704-277321/312
14	Pre Bid Meeting	Pre-bid meeting will be held online on 11.02.2025 at 11:00 AM. (Bidders who are interested to participate online pre bid meeting, the Zoom link shall be shared and those who want to participate offline, may visit IIM Sirmaur at their own cost). The prospective bidder may submit their request for pre-bid meeting through email to purchaseoffice@iimsirmaur.ac.in with subject line: "Pre-Bid Meeting for Internal Auditor, IIM Sirmaur" by 10.02.2025 up to 11:00 AM with all the relevant queries in the email. Any query received after this date & time will not be entertained further. All concerned are requested to keep regularly visit the website www.iimsirmaur.ac.in .
<i>*dates mentioned from Sl. No. 7-8 are subject to change</i>		



SECTION – II

GENERAL TERMS AND CONDITIONS

1. The prescribed **Earnest Money Deposit (EMD) @ 5%** of the Estimated value, as mentioned in the document, shall be submitted to the institute with the bid documents through Demand Draft (DD) drawn in favor of “**Indian Institute of Management Sirmaur**”, payable at Paonta Sahib, Distt. Sirmaur, H.P. 173031 or through NEFT in the Institute’s Account (Details are provided below).

Beneficiary Name: Indian Institute of Management Sirmaur

Bank Name: ICICI Bank Ltd.

Account Number: 140701000266

IFSC Code: ICIC0001407

Bank Address: Near Y Point Main Market, Paonta Sahib, Distt. Sirmaur, H.P. 173031

2. A **Performance Security @10% of the quoted amount** is required to be submitted by the successful bidder within 15 days from the date of award of the Contract.
3. The bidder must submit the Registration Number of the bidder’s firm i.e. GSTIN and the PAN number allotted by the concerned authorities.
4. Amendments (if any) will be published on the CPP portal. Therefore, the participating firms may kindly visit the CPPP or the official website of IIM Sirmaur for regular updates.
5. The Demand Draft/NEFT details copy for the prescribed Earnest Money Deposit (EMD) must accompany the tender document submitted by the bidder as mentioned in this document. Offers received without the requisite EMD shall summarily be rejected. In the case of MSME, the duly issued MSME/NSIC certificate in the relevant category should be submitted.
6. Eligibility Criteria, Terms and Conditions, Scope of Work, various formats and Proforma for submitting the Tender offer and other details are described in this document.
7. **Do not change this document. Any change/s made in the document by the bidder will lead to disqualification. Bidders are required to sign and submit all the pages of this Tender document and all other required supporting documents.**



SECTION – III

1. Essential general requirement:

The firm must have all statutory registrations like PAN, TAN, Service Tax, PF, GST, ESIC, Shop and Establishment registration etc., as applicable from time to time, with respect to this NIT.

2. EMD:

The Bidder has to submit an **Earnest Money Deposit of Rs. 11,250/- (Rs. Eleven Thousand Two Hundred Fifty only) (refundable to the unsuccessful bidders without interest).**

(EMD) of Rs 11,250/- in the form of Demand Draft in the name of **“Indian Institute of Management Sirmaur” payable at Paonta Sahib** from any of the Nationalized Bank including the Public Sector Bank or Private Sector Banks authorized by RBI (operating in India having branch at Himachal Pradesh) should be dispatched to the Institute or through NEFT in the Institute’s Account. Bids without **EMD will not be termed valid.**

NOTE: In the case of MSME, the duly issued MSME/NSIC certificate in the relevant category should be submitted.

3. Bid validity:

Bid submitted by the bidder shall remain valid for a period of 180 days from the date of submission of offer. The Bidder shall not be entitled during this period to revoke or vary the content of the bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as **“REJECTED”**.

4. EMD will be returned to unsuccessful firms as promptly as possible but not later than 30 days after the expiration of the period of bid validity OR upon the successful Bidder signing the contract and furnishing the Performance Bank Guarantee @ 10% of the total order value as prescribed by IIM Sirmaur, whichever is earlier. No interest is payable on EMD.

5. Submission of Bid:

This is a two bid system containing Technical and Financial Bid invited online through the IIM Sirmaur website only. Technical bid shall contain only the documents pertaining to the technical eligibility and document requested as per the checklist of this tender document (Annexure-VI). Financial bid shall consist of the Price Bid wherein the bidders are requested to quote their rates in the BoQ, complete in all respects in the prescribed format – Annexure V only.

6. Bid Evaluation:

Bids will be evaluated using the criteria as mentioned in the scope of work and general eligibility criteria.

7. Validity of Internal Auditing Services:

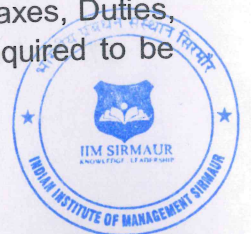
365 days from the date of issuance of AOC/work order or extensions, if any.

8. Amendment of the Document (Corrigendum):

At any time prior to the deadline for submission of bids, IIM Sirmaur may, for any reason, modify the tender notice and a formal corrigendum (if any) will be issued in this regard.

9. Prices, Taxes and Duties:

The Bidder should quote firm prices/ rates taking into account of all the Taxes, Duties, Levies, Personal Tax, Corporate Tax, GST and all other expenditure required to be



incurred by the firm for providing required services etc. during the contract period as indicated above and afterwards no variation will be allowed. The quoted prices for all the items shall be inclusive of all applicable taxes.

10. Assignment & Sub-Contract:

The selected firm shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of the Institute (IIM Sirmaur).

11. Taxes, labour laws and other regulations:

The selected firm shall accept and bear full and exclusive liability for the payment of any and all existing and future taxes of the Central or State Government or of any other authority with respect to the contract or any course pursuant thereto or anything done or service rendered pursuant thereto. The selected firm shall fully comply with all applicable laws, rules and regulations relating to P.F. Act, ESIC Act, Bonus Act, Minimum Wages Act, Agreement Labour Act, Workmen's compensation Act, C.L. (R & A) Act, Migrant Labour Act, Essential Commodities Act and/or such other Acts or Laws, regulations passed by the Central, States, Municipal and local governmental or authority.

12. Confidentiality and Disclaimer

All information supplied by the IIM Sirmaur in connection with this NIT must be treated as confidential and, for the avoidance of doubt, all parts of the NIT are to be treated confidentially by the Bidders.

13. Conditional Participation:

Conditional bids or Bids based on the process/ basic schemes other than mentioned and/ or not conforming to the technical specifications/ requirements of the Bidding documents shall not be considered.

14. Contract Agreement:

The successful Bidder shall be required to execute a Contract Agreement with IIM Sirmaur on the non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only) within 15 days from the date of Award of Contract. The cost of stamp paper shall be borne by the successful Bidder. IIM Sirmaur reserves the right to amend the terms & conditions of contract after mutual discussions and shall only be in writing.

15. Liquidated Damages:

In the event of failure to provide service beyond a specified date, liquidated damages @ 0.5 % per week or part thereof of total quoted price subject to a maximum of 10% of the overall cost.

16. Force Majeure:

If the whole or any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.

17. Interpretation:



In the event of any difference in the interpretation of any of the clauses of the service contract and/or the documents, the decision of the competent authority of the Indian Institute of Management Sirmaur (IIM Sirmaur) shall be final and binding on the parties.

18. **Exit Clause:**

IIM Sirmaur can terminate the contract at any time i.e. during the contract period on mutually-agreed terms.

19. **Settlement of Disputes:**

Any dispute or difference whatsoever arising between the parties out of or relating to the interpretation, application, meaning, scope of operation or effect of the service contract or the validity or the breach thereof, shall be settled via negotiation.

20. Any dispute whatsoever shall be subject to the **jurisdiction of Paonta Sahib, Himachal Pradesh only.**

21. **Other Information:**

- a) Institute (IIM Sirmaur) may accept or reject any or all the bids in part or in full without assigning any reason and is not bound to accept the bid. The Institute (IIM Sirmaur) at its discretion may change, upgrade or drop the criteria or part thereof at any time before awarding the contract.
- b) A bid submitted with false information will not only be rejected but the firm will also be debarred from participation in future processes at IIM Sirmaur.
- c) Bidders are required to sign and submit all the pages of this Tender document and all other required supporting documents.
- d) For any query pertaining to this bid document, correspondence may be addressed to Senior Consultant (Administration) at sc@iimsirmaur.ac.in or may call on 01704-277321.
- e) The award of contract will be based on the lowest quoted total cost as per the financial bid format in the .xlsx format uploaded in the CPP portal, as per Annexure-V (L-1 bid).



SECTION – IV

SCOPE OF WORK

ABOUT THE INSTITUTION

IIM Sirmaur is one of the newer institutions of the IIM family. As a premier institution, under the aegis of the Ministry of Education, Government of India, it aims to provide Management Education of high quality, strengthen industry academia relationship and promotes allied areas of knowledge and interdisciplinary studies.

The institute strives for the seamless integration of management education with local and global aspirations in an enabling environment. Management education is not just about seeking the most competitive employment opportunities, but also about learning to serve socio-economic concerns through ethical and visionary corporate leadership. It strives to focus on indigenous areas and innovative practices, to develop sensitive corporate leaders and entrepreneurs of tomorrow.

Established in 2015, the 'Vision' of IIM Sirmaur is "To be globally respected institution for management excellence." The 'Mission' of IIM Sirmaur is "To develop and foster professionals with competencies in creating and leading future-oriented solutions for sustainable growth adhering to the highest standards of ethical and human aspects of work in Himachal Pradesh, India, and the world." In view of the Vision and Mission of the institute, the 'Objectives' set out for the institution are to develop competence, conduct research, and prepare professionals and advise small, medium and large organizations on 'Values.'

1. Duties/Responsibilities of the Internal Auditor

The responsibilities of the Internal Auditor shall include to report & certify the true and fair view of the financial statements in conformity with the IIM Act, GFR and Accounting Standards applicable to the Central Autonomous Bodies, in India and other applicable statutes. The Internal Auditor so appointed for the purpose shall carry out the audit in terms of provisions/scopes laid down below and shall ensure strict adherence thereto.

The Internal Auditor is also required to internal audit quarterly and submit audit report to the Director, IIM Sirmaur in accordance with the guidelines issued by Ministry of Education and IIM Act from time to time. These Standards require the Auditors to comply with the ethical requirement and plan & perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

General guidelines and scopes of audit:

- a) Conducting internal audits of all financial transactions like journal vouchers, bank payments vouchers, contra vouchers, receipts vouchers including day to day records of receipts and payments with effect from the financial year (2025-26).
- b) Preparing Annual Accounts of the Institute including Balance Sheet, Income & Expenditure Statement, Receipt & Payment Accounts and all other Schedules as per the prescribed format for Central Autonomous Bodies issued by Ministry of



Education from time to time. If required, make a presentation of Annual Accounts to the Finance Committee/Board of Governors.

- c) Preparing and filing of Income Tax Return, TDS Return and GST Return (GSTR1, GSTR2, GSTR3B and GSTR7), Annual GST Return and other statutory returns applicable to the Institute during the period of engagement, if any, with various disclosures, computation notes and other documents/schedules relevant for the purpose of filing of the above statutory return.
- d) Preparing and filing of revised return of ITR, TDS & GST Returns and submission of grievance/s, if required by the institute, in respect of current and previous financial year/s, while your engagement as Internal Auditors of the institute.
- e) Preparing of detailed replies and submission thereof online (physically, if required) to the queries, hearings or notice/s of current and previous financial year/s issued by the statutory authorities like Income Tax department, GST department or any other department w.r.t the Income tax assessment, GST claim and appellate proceedings from time to time, during your engagement as Internal Auditors of the institute.
- f) Checking Bank Reconciliation Statements of all bank accounts of the institute and assist in passing entries and making replies, whenever necessary, against the audit paras raised by the Statutory Auditor.
- g) Preparing and issuing 15 CA & CB and other statutory documents required for foreign/domestic payments in relation to the running of the academic activities of the Institute throughout the year, during your engagement as Internal Auditors of the institute.
- h) Preparing and issuing 24Q, 26Q, 27Q in relation to the TDS Return and Form 16A to the institute quarterly. Also Form 16 to the employee of the institute within the due dates after complying with the TDS liabilities.
- i) Reviewing of compliance of all statutory obligations such as Income Tax, GST, NPS, TDS and Foreign Remittance etc., applicable to the institute from time to time.
- j) Checking of adequacy and effectiveness of Financial and Managerial Control System of the institute. Assist in developing Internal Control Mechanism in different functional areas at the Institute. Review of functional deficiencies and assist in taking remedial measures.
- k) Certification of Statement of Expenditure & Utilization Certificate of Grants received from the Central Government and State Government and other professional bodies/ sponsored Projects from time to time. The statement of certification should be duly stamped and signed by the authorized signatory of the firm/agency.
- l) Checking of fixed assets registers & consumable stock registers, scrutiny of general ledger and reconciliation of each head of accounts thereof wherever necessary. Verification of stores & consumables, IT & Systems and library books and intangible assets of the library of the institute.



- m) Checking whether physical verification of assets/stocks has been carried out at the close of every financial year and variations, if any, have been accounted for and recorded properly.
- n) Checking whether the stocks/assets acquired/purchased is being made after following the due process and supported by the requisition of the offices/departments and backed by the approval of Competent Authority. Ensuring the stationary and stock have been accounted for duly as per accounting rules and records have been properly maintained to ensure safeguard of such stocks of institute.
- o) Assisting in passing of year-end adjustment entries required for accrual basis related to accrued income including interest on investments, FDs, advances and outstanding liability for expenses and provision for depreciation.
- p) Assisting in actuarial valuation for NPS, Gratuity, Leave Encashment, etc., and any other retirement and terminal benefits applicable to the staff and faculty members as per the prevailing norms from time to time.
- q) To respond to the institute email seeking advice/suggestion regarding statutory deductions w.r.t TDS, GST, NPS, etc. and raising invoice of the MDP/FDPs or any other outward services provided by the institute.
- r) To review compliance with laid down policies and procedures in respect of calling of tenders, related approvals, budgetary provisions made and letters of award (LOA) issued for work contracts and Purchase Order (PO) for procuring goods and services.
- s) To verify the validity of Bank Guarantees (BGs) obtained from parties to whom the work is awarded, whether BGs are kept in safe custody of competent authority and whether related records are properly maintained.
- t) Any other additional matters related to the above work as per the Institute requirements from time to time.



SECTION – V

Qualification/Eligibility Criteria

- 1) The firm must be empanelled with CAG. Valid empanelment letter issued by CAG should be submitted.
- 2) The firm must be registered with the Institute of Chartered Accountants of India (ICAI) under the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988. Valid registration letter having particulars of partners, years of establishment, addresses of HO and Branch etc. issued by the ICAI should be submitted. Copy of the registration certificate to be attached.
- 3) The firm should have experience of completing minimum five (05) Internal Audit/Statutory Audit in any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Institutions of National Importance like IIMs/IITs/NITs or CFTIs during past five years out of which a minimum one audit in the Educational Institution of national importance by the last date of submission of bids. The order/agreement should be in the name of the bidder only. Copy of work order/contract agreement/successful completion certificate of contract of the above organizations should be submitted as proof.
- 4) The firm should have Average Annual Financial Turnover from related services during the last three financial years, ending on 31st March 2024 should be Rs 1.80 lakh, (2021-22, 2022-23 & 2023-24). The turnover statement duly certified by the Chartered Accountant on his/her letterhead in this effect must be attached along with the Technical Bid.
- 5) The bidder **should not** have been debarred/ blacklisted by any Govt. Dept. /Semi-Govt. Dept. /Educational Institute/ IIM or any other organization in the last five years. **Undertaking in this regard is to be submitted by the Bidder (Annexure-IV).**
- 6) The bidder/Company should have submitted Earnest Money Deposit (EMD) of **Rs. 11,250/-** in the favour of **“Indian Institute of Management Sirmaur”** payable at **Paonta Sahib, Sirmaur, HP or through NEFT in the Institute’s Account.**

Account Number: 140701000266

IFSC Code: ICIC0001407

Bank Address: Near Y Point, Main Market, Paonta Sahib, Sirmaur, H.P. 173031

NOTE: In the case of MSME, the duly issued MSME/NSIC certificate in the relevant category should be submitted.

- 7) Bidder is required to submit all supporting documents for above, duly signed and stamped by the authorized signatory of the firm.

Note: Firms that meet the above eligibility criteria will only be considered for the opening of the financial bid. The decision of the Institute shall be final and binding in this regard.



(C) Selection of Bidder

1. Service provider who quotes the lowest will be shortlisted for consideration for the issue of Award of Contract.
2. Other details/modifications can be added/made respectively as per the rules, requirement and policies of IIM Sirmaur as decided by the competent authority.



SECTION – VI
PAYMENT TERMS

1. The payment of Annual Professional Fee shall be made against the services provided by the firm as per the Scope of Work subject to following terms and conditions:
- a) The payment during the entire contract shall be made in accordance with the Annual Professional Fee quoted by the selected bidder in its financial bid and accepted by the institute. No price variation would be allowed during the contract period and extended period, if any.
 - b) GST will be borne by the Institute as applicable from time to time.
 - c) TDS as applicable will be deducted while making the payment of Annual Professional Fee.
 - d) The service provider will raise the half yearly bills in duplicate on submission of the half yearly Internal Audit Report to the Institute.
 - e) No expenses towards accommodation, food, TA, DA or any other charges will be paid to the charter accountant firm other than the agreed "Annual Professional Fee".
 - f) The institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory service or delay in providing of services. The decision of the institute will be final in this regard.

NOTE:

- The service provider shall not sublet the contract or transfer the contract to any other service provider or person in any manner.
- Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of his/her tender.
- If the selected firm does not perform as per the expectations of this Institute, the deposited performance security deposit may be forfeited in total, or partially, as decided by the competent authority of IIM Sirmaur.



Annexure-I

To

Senior Consultant (Administration),
Indian Institute of Management Sirmaur
Dhaura Kuan, Sirmaur,
Himachal Pradesh 173031.

Sub: - EMD Details.

Ref: -Open Tender No. IIMS/PUR/Internal Auditor/34/2024-25 Dated 01.02.2025

Notice Inviting Tender for Engagement of Internal Auditor for IIM Sirmaur.

Dear Sir,

The following demand draft/banker's cheque/ bank guarantee in favour of IIM Sirmaur are enclosed herewith towards EMD:

Detail of DD	Amount (Rs.)	DD/BC No.	DD/BC Date	Bank Name
EMD				

Thanking you yours faithfully,

(Authorized Signatory with Seal)



Annexure-II

To

Senior Consultant Administration
Indian Institute of Management Sirmaur
Dhaura Kuan, Distt. Sirmaur,
Pin Code- 173031 (Himachal Pradesh)

Sub: - Self Declaration Certificate

Ref: - Open Tender No. IIMS/PUR/Internal Auditor/34/2024-25 Dated 01.02.2025

Open Open Tender for Engagement of Internal Auditor for IIM Sirmaur

Dear Sir,

With reference to the above, I/We are offering our competitive bids for the Notice Inviting Tender for Engagement of Internal Auditor for IIM Sirmaur, Paonta Sahib, Himachal Pradesh, IIM Sirmaur. I / We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, schedule of quantities and all the contents stated therein.

Date:

Place:

Authorized Signatory

Name:

Designation:

Contact No.:

Email ID:



BID FORWARDING LETTER

(On the Letterhead of the Bidder)

Date:

To

The Senior Consultant (Admin)
Indian Institute of Management Sirmaur
Dhaura Kuan, Distt. Sirmaur,
Pin Code- 173031 (Himachal Pradesh).

Ref: - Open Tender No. IIMS/PUR/Internal Auditor/34/2024-25 Dated 01.02.2025

Open Tender for Engagement of Internal Auditor for IIM Sirmaur

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

The EMD of ₹ 11,250/- (Rupees Eleven Thousand Two Hundred Fifty only) in the form of Draft/ Bank Guarantee in favour of Indian Institute of Management Sirmaur and/ or certificate towards exemption of EMD, as applicable, are enclosed herewith.

I/ We also keep the offer open i.e., bid validity for 180 (One Hundred Eighty) days from the date opening of the financial bids.

Yours faithfully,



SELF-DECLARATION ABOUT NON BLACK- LISTING

(On the Letterhead of the Bidder)

Date:

To,

The Senior Consultant (Admin)

Indian Institute of Management Sirmaur

Dhaulta Kuan, Distt. Sirmaur,

Pin Code- 173031 (Himachal Pradesh).

Ref: - Open Tender No. IIMS/PUR/Internal Auditor/34/2024-25 Dated 01.02.2025.

Open Tender for Engagement of Internal Auditor for IIM Sirmaur

I/We hereby declare that our firm is not blacklisted/ debarred and not declared ineligible for reason by any National Level Institutions like IIMs, IITs, NITs, IIITs, IISER, NISERs, State/Central Universities and Government Institutions in fast five years from the last date of submission of proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken. My / our performance security may be forfeited in full and the empanelment offer if any to the extent accepted may be cancelled.

Your faithfully,

(Name & Signature with stamp of the bidder)



Annexure-V

Financial BID Format (IIM Sirmaur)

(To be submitted online in .xlsx format on CPP portal only)

Subject: Submission of Financial Bid for the Open Tender for Engagement of Internal Auditor for IIM Sirmaur.

Ref: IIMS/PUR/Internal Auditor/34/2024-25 dated 01.02.2025.

Sir,

In reference to the above referred NIT, I/We quote the below-mentioned professional fees for the tender enquiry:

Sr.No.	Particulars	Annual Professional Fee (exclusive of GST)	
		In Figure (Rs.)	In Words
1.	Annual Professional Fee for Internal Audit for one Financial Year.		

- GST shall be paid extra as applicable from time to time.
- Payment shall be released after statutory deductions as per extant rules of Govt. of India from time to time.
- Institute will not accept any claim other than professional fee/charges etc. specified in financial bid.
- Selection Method: LCS (Least Cost System), the least cost proposal (L-1) of technically qualified responsive bidder will be considered for award of contract.
- The Annual Professional fee will remain unchanged throughout the period of contract and extended period of the contract, if any.

Place:

Date:

Signature with stamp of the bidder
Name, Address of the bidder
Tel/Mob. No.:

Note: The bidder must quote a lumpsum amount for the services.



Annexure-VI

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
CHECKLIST TOWARDS ELIGIBILITY CRITERIA

MANDATORY

Name of the Bidder:

Address:

Contact No:

Email Id:

(Self-attested photocopies of all supporting documents must be attached and uploaded in the Technical Bid PDF on the CPP portal only)

Sr. No.	Name of the Document	Tick (Yes/No)	Mention attached document Page No. (Mandatory)
1.	Name of the Firm: Complete Address: Tel/Mob No.: Email Address:	(Yes/No)	
2.	EMD of (Rs. 11,250/-, Eleven Thousand Two Hundred Fifty only) in the form of DD from any nationalized bank or NEFT in favour of Indian Institute of Management Sirmaur payable at Paonta Sahib. (Annexure-I) NOTE: In the case of MSME, the duly issued MSME/NSIC certificate in the relevant category should be submitted	(Yes/No)	
3.	The firm must be registered with the Institute of Chartered Accountant of India (ICAI) under the Chartered Accountants Regulations, 1988. Valid registration letter having particulars of partners, year of establishment, addresses of HO and Branch etc., issued by the ICAI should be submitted.	(Yes/No)	
4.	The firm should have Average Annual Financial Turnover from related services	(Yes/No)	



	during last three financial years ending on 31st March 2024 should be Rs 1.80 Lakh. The turnover statement duly certified by the Chartered Accountant on his/her letterhead in this effect must be attached along with the bid.		
5.	The firm must be empanelled with CAG	(Yes/No)	
6.	The firm should have experience of completing minimum five (05) Internal Audit/Statutory Audit in any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Institutions of National Importance like IIMs/IITs/NITs or CFTIs during past five years out of which minimum one audit in the Educational Institution of national importance from the last date of submission of bids. The order/agreement should be in name of the bidder only. Copy of work order/contract agreement/successful completion certificate of contract in any of the above organizations should be submitted as proof.	(Yes/No)	
7.	Bid Forwarding Letter as per Annexure-III	(Yes/No)	
8.	Self-declaration towards Not Blacklisting Annexure-IV	(Yes/No)	
9.	Duly signed and stamped of the entire bid document	(Yes/No)	
10.	Self-declaration format as per Annexure-II	(Yes/No)	

Note: It is mandatory to fill up all the points of the checklist.

I/We undertake that documents are genuine/authentic and nothing has been cancelled and that I/We are not debarred by any govt. organization and competent are to contract. I/We understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

(Authorized Signatory with Seal)

